

18 December 1957

MEMORANDUM FOR: [REDACTED]
Task Team Chairman, Project 12

FROM : Special Assistant to the AD/CR

SUBJECT : OCR Task Teams

25X1A9a

1. Task Team Roster. Attached for your use are copies of the final roster of task team members.

2. Overtime. Much of the work of Task Teams is likely to be done on overtime either on Saturdays or after normal working hours. All Task Team members, including those who are not OCR employees, should submit estimated overtime requirements at the beginning of each pay period through normal administrative channels in their respective offices. The Chief, Administrative Staff, OCR, has contacted each parent office and has already made arrangements for compensation of any overtime worked in connection with the Projects.

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3. Work Space. OCR has work space which it can make available for Task Team use in the [REDACTED] Facilities for storing classified documents have also been arranged. Those members interested should contact [REDACTED] ext. 4444.

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4. Chairmen's Meeting. A meeting of Task Team Chairmen will be held on Tuesday 7 January 1957 at 10 a.m. in the East Building Conference Room. Chairmen will be asked to comment briefly on the status of their respective projects. There will also be group discussion of a suggestion which has been made to use the questionnaire technique as a means of gathering additional factual data for the Task Teams.

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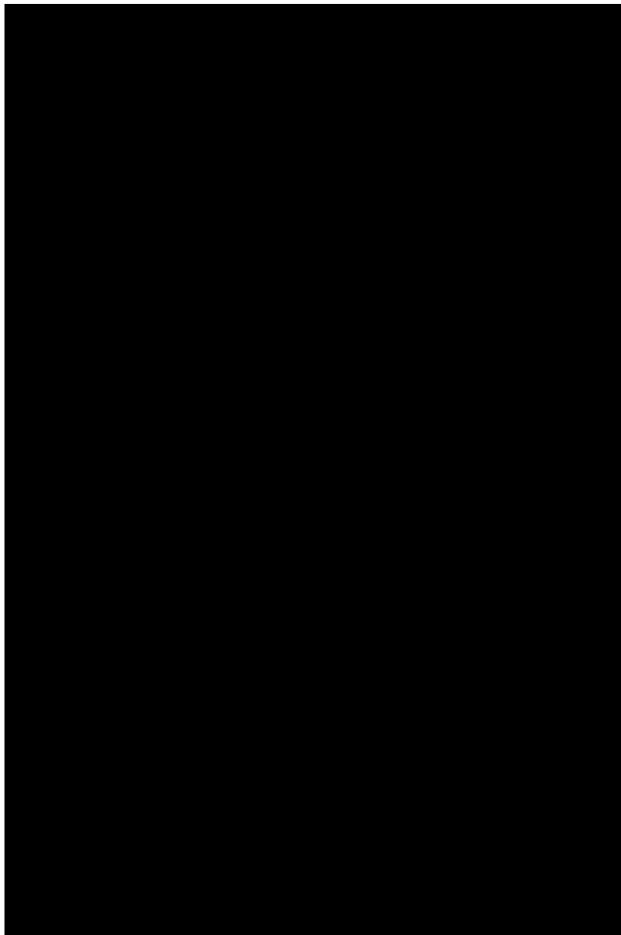
[REDACTED]
Task Team Coordinator

cc. AD/CR
Chief, Admin. Staff/CR

18 December 1957

Roster of Task
Team Members

Project Number	Short Title	Task Team Chairmen	Members	25X1A9a	Ext. No.
25X1A9a	1	Intellofax		(BR/CR)	3654
				(LY/CR)	3505
				(DD/CR)	2863
				(DDP)	8644
				(ORR)	2323
	2	Machine Use		(MD/CR)	8670
				(SR/CR)	2704
	3	Coding		(ORR)	3011
				(SR/CR)	8135
				(DD/CR)	2863
				(SR/CR)	8523
	4	Selection		(OSI)	3962
				(DDP)	8644
				(SR/CR)	3703
	5	Acq - Ops		(LY/CR)	8138
				(SR/CR)	8277
				(LY/CR)	8696
	6	Fiscal Policy		(MGT/S)	4183
				(LD/CR)	3415
	7	Publication Procurement		(CRR)	2161
				(FDD/CO)	591
				(HIC)	2970
				(LY/CR)	2045
	8	Circulation		(OSI)	4201
				(DD/CR)	2084
				(DDP)	8335
				(MGT/S)	4183
	9	Catalog		(LY/CR)	2148
				(MGT/S)	4183
10	Reference			(LY/CR)	2457
				(ORR)	2031
				(ORR)	8501
				(OSI)	4315

Project Number	Short Title	Task Team Chairmen	Members	Ext. No.
11	Info-center		(DD/CR)	2863
			(OSI)	4345
			(OCI)	749
			(ORR)	4673
12	Minicard		(DD/CR)	3542
			(OSI)	3645
			(MGT/S)	607
			(LY/CR)	6137
13	Reports 25X1A9a		(MGT/S)	4183
			(AS/CR)	2628
14	Training		(OTR)	3531
			(ORR)	4533
			(IR/CR)	2533
			(LY/CR)	2895
15	Customer Relations		(LD/CR)	2183
			(LY/CR)	8138
			(GR/CR)	3163
			(OSI)	3905
			(ORR)	2327
16	Correlative Functions		(OSI)	8532
			(OO)	795
			(SD/CR)	3133
			(ORR)	545
			(OCI)	749

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